

Multi-Spreadsheet Formulas

Medium

Used For: Getting numbers from an entirely different spreadsheet and using them in formulas..

Prerequisite: **Basic Formulas** and/or **Function Formulas**, depending on what kind of calculation you will be using the numbers in.

How To:

- Open the file from which the numbers will be coming, then open the file where you want to make the formula.
- From the **Window** menu, select the **Arrange...** Item, then from the dialog box that shows select **Tiled** and **OK**.
- Click on the cell where the formula's result should appear, then type an **=**. If you are using a function, type that function's name, and an open bracket.

How Figures Update Across Sheets

If all relevant sheets are open, Excel updates numbers as needed. Change a number on one sheet, and formulas using it will update to reflect the change.

However, if you load a spreadsheet that connects to a spreadsheet which isn't open, Excel will ask you if you want to update the links to the other numbers.

After that, your spreadsheet will not "notice" changes to the other spreadsheet unless you open the **Edit** menu, select **Links...** And then click the **Update Values** button.

- Click once on the sheet where the number you need is located (anywhere on the sheet will do), then
 - If you are selecting a single number, click the cell where that number is.
 - If you are getting a range of numbers, select that range.
- For simple formulas, type the operator you are using (**+**, **-**, *****, or **/**), then click the next cell you need. Repeat this as many times as necessary, then press **Enter**.
- For function formulas, enter any other parameters you need, type a close bracket, then press **Enter**.

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